

Securis, an international information assurance company headquartered in Canada, provides clients with security and risk management consulting services, managed security services, security solution integration, and education services. Securis also maintains an active research and development portfolio, working collaboratively with organizations across Canada and internationally. Through our commitment to quality, research, and knowledge transfer, Securis delivers innovative and comprehensive information assurance services and solutions that provide value to our clients.

A challenging opportunity is currently available at Securis:

Human Resource and Administration Coordinator (#2012-0001)

Summary

Reporting to the Chief Financial Officer and Director, Corporate Services, the Human Resource and Administration Coordinator is a highly flexible and professional self starter. This multi-faceted role fulfills a variety of human resource and administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of Securis' day-to-day operations.

With excellent oral and written communication skills, this individual excels in a team-oriented environment, maintains positive working relationships, and responds to, and supports the work of management and other staff in all areas of the company.

Responsibilities

- Assist with the recruitment process; create offer letters, personnel files; process new hires and terminations
- Facilitate on-boarding; organize and conduct new employee orientation sessions
- Maintain staff education/training records
- Perform data entry and upkeep of the organization's HR database, ensuring a high level of accuracy and confidentiality
- Process a multi-provincial, semi-monthly payroll for 70+ employees
- Administer the Industrial Security, Benefit and Retirement Plan programs
- Advise and assist employees in the interpretation and implementation of company policies and procedures
- Maintain employee recognition and reward programs
- Act as an integral part of the Safety Committee and maintain all safety records and files for all locations
- Complete accident investigation records and work with managers to reduce risk
- Conduct basic research on topics using internet and search engine tools, compile data, and prepare papers for consideration and presentation
- Provide shared general reception coverage
- Assist with travel and meeting coordination, set up for events, email, telephone, and web/online conferencing
- Perform functions, where errors could have an effect on costs (such as preparation of and proofing of reports, correspondence, schedules, and confidential materials)
- Other duties as assigned

Qualifications

Required Qualifications

- University Degree or college diploma in Human Resources
- 5+ years of administrative work, preferably in Human Resources
- 3+ years of payroll experience and benefit plan administration
- Professional demeanor, behaviour, and appearance
- Demonstrated ability to apply appropriate discretion and handle sensitive or confidential information with the highest degree of integrity and confidentiality
- Intermediate to advanced skills in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Strong data entry skills with the proven ability to accurately input and process detailed data with an accuracy level of 98% or higher
- Strong interpersonal skills (both written and oral) and the ability to communicate and interact with all levels in an organization, while demonstrating a strong commitment to quality, people, processes, and policies

- Well developed organizational skills with the proven ability to effectively prioritize multiple tasks and maintain a high attention to detail and dedication to accuracy
- High level of motivation to achieve superior results
- Ability to efficiently and effectively finish multiple high priority tasks within deadlines
- Demonstrated maturity, reliability, and trustworthiness
- Established ability to work autonomously and as an integrated member of a team
- A strong understanding of the application of Provincial and Federal employment legislation

Qualifications Considered an Asset

- CPC or CPM certifications
- Prior experience working in an Information Technology/Professional Services company
- Demonstrated understanding of and experience with the PWGSC Industrial Security Program (ISP)
- Experience using Payworks
- Experience facilitating seminars

Qualified candidates are invited to forward their resume, with references and a covering letter via email to: careers@seccuris.com

Only candidates being considered for the role will be contacted.

All candidates will be required to complete security clearance and background checks.

Candidates under consideration may be required to complete a written knowledge and/or undergo skills testing prior to an interview.